 Missouri Department of Natural Resources Administrative Policies and Procedures		
Chapter 4 Employment Hiring and Promotions Policy		
Appointment Procedures	Effective date	Revised
Number: 4.01-03	December 20, 2002	October 15, 2007

REFERENCES

1 CSR 20-3 Personnel Selection, Appointment, Evaluation and Separation

DNR Affirmative Action Plan

DEFINITIONS

Appointing authority: A person with the authority to approve hiring staff and to approve or deny other personnel related transactions. In the department the appointing authority to direct personnel action is the Human Resources Program Director.

Appointment: Hiring an employee.

Division: One of the functioning agencies within the department:

- Department Operations
- Division of Environmental Quality
- Field Services Division
- Division of Geology and Land Survey
- Division of State Parks

Candidate: A person applying for a job with the department.

Underutilized: Having fewer employees in job classifications in certain categories than reasonably would be expected by the makeup of the general population of Missouri. For example, a class could be underutilized in females, minorities or people with disabilities.

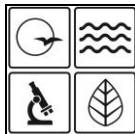
GENERAL PROVISIONS

Hiring recommendation and justification

Attachment 1 contains a template for the hiring recommendation and justification. The hiring recommendation and justification materials should be completed as soon as possible after completing the interviews and forwarded through the chain of command to the appointing authority for approval.

Appointment

The reference and criminal record checks should be completed and evaluated before appointment. At a minimum a reference check of work references must be completed before appointing anyone to a position. If the selected candidate begins work before the results of the



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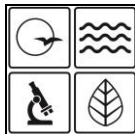
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criminal record check are available, the employment letter will state that continued employment is conditional upon an acceptable criminal record check.

Types of appointments

There are several types of appointments that may be made with differing conditions for each. The descriptions below briefly outline the types of appointments. They do not include all the conditions. For assistance in determining what type of appointment to make, contact the Human Resources Program.

- **Original** – A new employee is appointed to permanent, classified position. An individual must be on a merit register to be eligible for an original appointment.
- **Limited temporary** – A new employee is appointed to a position for less than ninety (90) calendar days. The appointment must be made to an existing Merit System classification and appropriate salary rate from the assigned range on the current pay grid. Individuals need not be on a merit register.
- **Provisional** – A new employee is appointed to a position of limited duration not to exceed the probationary period established for the position. Individual needs not be on a merit register. To make a provisional appointment there must be fewer than ten (10) available candidates on the entire register. The individual must have the minimum qualifications for the class at the time of appointment as determined by the Office of Administration's Division of Personnel. A provisional employee who successfully completes the working test of the probationary period may receive a regular appointment without examination.
- **Emergency** – A short-term appointment to prevent stoppage of work, loss, or serious inconvenience to the public and to the department. The appointment must be made to an existing classification at a salary rate on the assigned pay range. Emergency appointments automatically expire in 90 calendar days. The person does not need to be on a merit register. No individual may be given more than one emergency appointment in any 12 month period in the same department.
- **Unclassified** – Appointment to an unclassified position for which there is no Merit System register from which to request eligible candidates. These positions include interns, seasonal employees, designated principal assistants, division and department directors, deputy directors, staff directors, secretaries to exempt positions, and other persons where selection is not practicable under circumstances as determined by the Personnel Advisory Board.



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- Re-employment – Appointment of an individual previously employed in this or another state agency and who obtained regular status in the same class as the position being filled.

Appointments made by a division director

Approval of hiring recommendations for trainee, I, II and III levels (this does not include broadband managers I, II, and III); transfers within the department; emergency and temporary appointments; hourly and intermittent positions is delegated to the division director or designee. If the salary desired to be offered is greater than outlined in Preparing to Hire Procedures, the requestor must confirm the salary with the Human Resources Program before an offer is made.

Division directors will include diversity considerations in hiring processes and all hiring decisions and seek to increase minority representation in job classifications that have been identified as underutilized in the DNR Affirmative Action Plan.

The division must send the Position and Employee Action Request (PEAR) form to the Human Resources Program to complete the hiring recommendation.

Appointments made by the appointing authority


Hiring recommendations and all supporting documentation for all other positions are forwarded to the Human Resources Program with a PEAR form.

If the justification is complete and appropriate, the Human Resources Program notifies the hiring division's human resource liaison and the hiring program of the approval as soon as possible but no later than five (5) days of receipt of the justification by the Human Resources Program. If the justification is not complete or appropriate the appointing authority or designee will advise the division on how to improve the justification.

Offer of employment, letters of confirmation and regret

The hiring program may then make the offer of employment to the recommended candidate. The hiring program must notify the Human Resources Program as soon as possible if the offer is accepted or rejected.

The Human Resources Program will send a letter of confirmation to the candidate within one week of being notified of acceptance of a job offer. The Human Resources Program will send regret letters in the same week to the others interviewed; except for the Division of State Parks field offices, who will send their own regret letters. A template for a regret letter is contained in Attachment 2.

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Paperwork to complete appointments

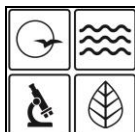
If an in-house candidate is hired, the hiring division or program must contact the employee's current supervisor to arrange a suitable transition.

As soon as the candidate accepts the offer of employment the hiring program must notify the division and the Human Resources Program of the new employee's start date.

The deadlines for effecting a personnel transaction for a particular period are as follows:

New employee's effective work date	Date paperwork must be received by the Human Resources Program
1 st through the 15 th of the month	11 th of the same month
16 th through the end of the month	26 th of the same month.

The program must forward a copy of the hired candidates Merit Application or equivalent to the Human Resources Program for inclusion in the employee's official file.



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**Attachment 1
Template for a Hiring Recommendation**

The hiring recommendation and justification includes the following:

- *PEAR*
- *Original resumes/applications*
- *Summary sheet of final recommendation(s)*
- *Reference interviews*
- *Hiring and Justification form(s) and interview summary(ies) on selected candidate(s)*
- *Other information needed to evaluate the recommendation*
- *Criminal record check authorization if no availability letters were sent*

DATE:

TO: DNR Human Resources Program

THROUGH: *Division Director/Division*

THROUGH: *Program Director/Program*

FROM: *Supervisor/Program*

SUBJECT: Justification/Hiring Recommendation for the (Title, Position Number and Recommended Candidate)

Interview Panel		
Name	Title	Phone Number

Underutilization

This classification is underutilized for minorities and/or females ___Yes ___No

If yes, check one of the following:

___We were unaware of any applicants that would have addressed this utilization

___Names of applicants addressing the underutilization are as follows:



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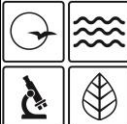
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DNR HIRING JUSTIFICATION FORM

Please complete this form and attach any additional information you feel is needed to evaluate your recommendation to hire or decision not to interview a candidate. A written comment is required for successful candidate(s). For candidates who are not being recommended, select a number from the list below that corresponds to your reason for not selecting the candidate. All applicants must be listed on this form.

Applicant's Name	Selected for 1 st Round Interview Date/time or No	Selected for 2 nd Round Interview Date/time or No	Comments
<i>Add more rows as needed</i>			
COMMENTS: Note: Written justification is required in comment section for candidate(s) selected for hiring offer. Do not use the following comments for candidates selected for hiring offer. 1 – Declined interview 2 – Declines consideration for position at/after interview.		3 – Declines due to insufficient salary 4 – Failure to report for interview 5 – Unable to contact to schedule interview 6 – Lacked the experience that was held by the recommended candidate(s). 7 – Unfavorable reference check(s). 8 – Selected candidates provided a better interview. 9 – Other. Please provide explanation in comment section.	

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**Attachment 2
Template for a Letter of Regret**

Date
Name
Street Address
City, State Zip Code

Dear _____ :

This is to advise you that the position number, _____, located in the _____
Program/Division, will not be filled at this time.

Or

This is to advise you that a selection has been made for (job classification), position numbered
_____ located in _____ (Division/Program).

We appreciate the opportunity to consider your qualifications for this position. However, we
have selected an applicant whose experience more closely matches our needs for this vacancy.

Good luck to you in your future career endeavors.

Sincerely,

Division

Name
Program